



Journal Permissions: Obtaining Permission to Reproduce Material

Contents

1. Publishing Copyrighted Material Within a Wiley Journal Article.....	3
Identify and credit other people's work.....	3
Credit Your Source	3
Re-using portions of your own previously published material or a colleague's material	3
Colleague Material.....	3
Material Previously Published by One of the Named Authors	3
Using content published by another Scientific Technical and Medical ('STM') Publisher.....	4
STM Permissions Guidelines Usage Limits.....	4
Publishers Requiring Formal Permission	4
Using Content Published by Wiley	4
Obtaining Permissions.....	5
Obtain All Permissions Before You Submit Your Final Manuscript.....	5
Apply to the Publisher	5
How to Apply & Permission Request Forms	5
Wiley is a Commercial Publisher.....	5
Allow Time for Clearance.....	5
Don't Use Material Without Permission.....	5
Material of Unknown Origin or Where Rightsholders Cannot be Located ('Orphan Works')	5
Rights Required	6
Rights Required.....	6
Limitations to Rights.....	6
How Wiley Will Use the Material Electronically	6
Check Small Print of License	6
Paperwork.....	6
2. Content Categories and Permission Rules	7
Content from Public Domain Sources	7

Public Domain	7
Copyright Duration	7
<i>Copyright duration in the United States</i>	7
<i>Copyright Duration in Europe</i>	7
<i>Copyright Duration in Australia</i>	7
Governmental Publications: Are they Public Domain?	8
Works of Art Situated in Public Places: Are they Public Domain?	8
Photographing Works of Art in the Public Domain	8
Content from Freely Available Sources	8
Wiley is a Commercial Publisher	8
Creative Commons Licenses	8
Content from All Other Copyright Sources	8
Fair Use/Fair Dealing	8
Quotations	9
Photographs	9
Images of, or Information about, Identifiable Individuals	9
Film and TV Images, Audio, and Video	10
Translations	10
Material from a website	10
Interviews	10
Screenshots	10
Cartoons	10
Advertisements and Publicity Material	10
Logos and Trademarks	11
Maps	11
Line Artwork and Tables	11
Modification/Adaptation of Figures, Tables, and Maps	11
Procedural Standards	11
3. Ethical Approvals and Other Consents	12
Research Subjects and Patient Consents	12
Consents Involving Indigenous Peoples	12
Wiley Best Practice Guidelines on Publishing Ethics	12

1. Publishing Copyrighted Material Within a Wiley Journal Article

Identify and credit other people's work

Authors are responsible for obtaining permission to use any copyrighted material contained in their journal article and supplementary materials. This requirement applies to any content that was not personally created by the author but instead is reproduced or adapted from other sources. This could include any of the following items, however note the list is not exhaustive:

Photographs	Quotations
Figures	Screenshots
Maps	Frame grabs from TV/film
Cartoons	Video clips
Advertisements	Audio files
Logos and trademarks	Fonts (when supplying print ready copy)
Tables	Websites

Credit Your Source

To avoid any accusations of plagiarism authors should always provide a source and credit for any textual or visual copyright material used. In most cases, the original publisher's Rights Department or the journal editorial office will advise you of the exact form of words required. This usually includes a full bibliographic reference to the original publication and an acknowledgement that the material is reproduced with permission from the rights owner.

Re-using portions of your own previously published material or a colleague's material

Colleague Material

If using material provided by a colleague ensure that they confirm in writing that the material is original to them, has not been published elsewhere, and that they are granting all the rights detailed in the section '[Rights Required](#)'. Ensure you credit the colleague wherever necessary in your manuscript. Ensure that your colleague's institution or employer provides consent if this is required, as many institutions or employers will have rights in the intellectual property of works created by their employees.

Material Previously Published by One of the Named Authors

- *Where published in non-Wiley journals, books or websites*

Check the contract or copyright terms signed when publishing the material previously to see whether, and under what conditions, material can be reused in a new article. If in any doubt, permission must be obtained. It is also important that you consider whether publishing the material would constitute duplicate or redundant publication (See Section 3.5 of [Wiley's Publication Ethics Best Practice Guidelines on Publishing Ethics](#))

- *Where published in a Wiley journal or book*

If you are the author of an article published in a Wiley journal and you wish to reuse a portion of your own article (or an amended version of it) in a new publication of which you are the author, editor or co-editor, the copyright or

exclusive licence terms of the journal you published in will usually state that prior permission for re-use is not required (with the usual acknowledgements and subject to ethical guidelines around duplicate publication (see Section 3.5 of [Wiley's Publication Ethics Best Practice Guidelines on Publishing Ethics](#)) [Click here](#) for more information about re-use of your own material under Wiley's standard copyright and licensing terms.

A formal grant of permission is not required, however if you wish to obtain one you can do so free of charge using the industry clearing house for permissions, RightsLink®.

To do this, you first need to locate your article on Wiley Online Library, and click the 'Permissions' link that sits alongside the publication details. This will direct you to RightsLink®. You will be asked to supply information about the re-use, and in so doing you will need to select "Author of this Wiley article" as your requestor type.

The RightsLink® process is very straightforward, however if you would like a demonstration of how to use RightsLink® please click here: <http://media.wiley.com/assets/2258/73/CCC.swf>

Using content published by another Scientific Technical and Medical ('STM') Publisher

Authors benefit considerably from the Scientific Technical and Medical ('STM') Association Publishers' Permissions Guidelines made between many STM and SSH (social sciences and humanities) publishers to facilitate limited use of each other's copyright material. See <http://www.stm-assoc.org/permissions-guidelines/> for guidance on usage limits and an up-to-date list of all publishers who are signatories, whether they require formal permission to be requested, and for details of material excluded from the agreement.

STM Permissions Guidelines Usage Limits

Participating STM publishers will grant permission to another STM publisher (or their author) without charge for the following material:

- Up to three figures (including tables) from a journal article or book chapter
- Up to five figures (including tables) from a whole book or journal issue
- Up to 30 figures from a single publisher
- Single text extracts under 400 words / cumulative text extracts from the same source under 800 words
- Note that the use of maps is not covered by the agreement.

Publishers Requiring Formal Permission

The majority of signatories, including Wiley, continue to require that a permissions request is made in order to monitor how their material is being used. Please do this in all cases where needed.

Using Content Published by Wiley

Wiley is a signatory of the STM publishers' STM Publishers' Permission Guidelines, which allows limited re-use of material published by other signatories to the agreement (see above section on '[Using content published by another STM Publisher](#)'). To clear copyright material which originates from a Wiley publication above the STM limits please follow the instructions below.

Note, If you are the author of the Wiley publication in question, note that you will already have certain rights of re-use. [Click here](#) for more information about re-use of your own material under Wiley's standard copyright and licensing terms.

Requests to reproduce material from Wiley publications are being handled through the RightsLink® automated permissions service.

Simply follow the steps below to obtain permission via the Rightslink® system:

- Locate the article you wish to reproduce on Wiley Online Library (<http://onlinelibrary.wiley.com>)

- Click on the 'Request Permissions' link, under the 'ARTICLE TOOLS' menu on the abstract page (also available from Table of Contents or Search Results)
- Follow the online instructions and select your requirements from the drop down options and click on 'quick price' to get a quote
- Create a RightsLink® account to complete your transaction (and pay, where applicable)
- Read and accept our Terms & Conditions and download your license
- For any technical queries please contact customercare@copyright.com
- For further information and to view a Rightslink® demo please visit www.wiley.com and select Rights & Permissions.

Obtaining Permissions

Obtain All Permissions Before You Submit Your Final Manuscript

Permissions must be obtained before the final version of your manuscript is submitted to a Wiley journal.

Apply to the Publisher

Requests for material from a book or journal should always be made to the original publisher as the publisher usually manages rights for secondary use, even if the author is named as the copyright holder. You do not need to obtain the author's approval for use of material unless the publisher, in their role as rights manager or holder, instructs you to do so.

How to Apply & Permission Request Forms

You can request permission directly from many other publishers by following the instructions on the publisher's website. Increasingly this will direct you to the industry clearing house for permissions, RightsLink®. For a demonstration of how to RightsLink® click here: <http://media.wiley.com/assets/2258/73/CCC.swf>.

You can also use the standard Wiley permission form when obtaining permission for any text, audio, photographic, or video material: [Permissions Request Form \(Specific Project Requests\)](#) (PDF)

Wiley is a Commercial Publisher

All publishing at Wiley is considered commercial so where you are asked by the rights holder to make a choice between commercial and non-profit /academic, then ensure you ask for commercial use. If, however, you are given the choice to identify Wiley as an "STM publisher" please select this option as it may help secure a lower price or a complimentary permission for the material being used (as per the [STM Publishers' Permission Guidelines](#)).

Allow Time for Clearance

Allow plenty of time for clearing permission; it can take anything from a few minutes to several months to obtain the permission required depending on the amount of material and the responsiveness of the sources. You may need to negotiate with the copyright holders to remove limitations on rights initially granted and/or to reduce fees where these are excessive.

Don't Use Material Without Permission

Making multiple efforts to obtain permission does not provide any legal protection nor does it constitute a tacit grant of permission by the copyright holder. If you do not manage to obtain formal permission, select alternative material or remove.

Material of Unknown Origin or Where Rightsholders Cannot be Located ('Orphan Works')

If a source is unknown or cannot be contacted (an 'orphan work'), then you are taking a risk in including the material

in your work. If the rightsholder is a small publisher, then the following sources may be helpful for identifying rightsholder contacts:

- The Publishers Licensing Society in the UK (<http://www.pls.org.uk/>);
- The Authors' Licensing and Collecting Society (ALCS) in the UK (<http://www.alcs.co.uk/>);
- The US Copyright Clearance Center (<http://www.copyright.com/>);
- Or for other international publishers the local Reproduction Rights Organization (<http://www.ifrro.org/rro>)

You can apply for a non-exclusive license to use the orphan work, provided that you have done a diligent search for the rights holder: <https://www.gov.uk/guidance/copyright-orphan-works#apply-for-an-orphan-works-licence>.

Rights Required

Rights Required

When applying for permission to re-use material in an article to be published in a Wiley journal, please seek permission for the following:

- For the right to use their material in your article and in any related derivative and ancillary works
- For worldwide distribution
- For use in print and/or electronic delivery platforms in any and all media now known or hereafter developed
- For use in all languages

Limitations to Rights

- No limitations restricting electronic/digital use are acceptable.
- No limitations to the territories in which the article is distributed are acceptable.
- No limitations to the time we may use the copyright material are acceptable.

How Wiley Will Use the Material Electronically

The copyright holder may ask you to further define what we mean by all media or electronic publishing. If asked, explain that the print version of the article will also be made available online through Wiley Online Library or any successor platform, as well as available through journal apps and other media products.

Check the Small Print and Keep Records

Check Small Print of License

Ensure that all licenses received grant the rights you requested. If limitations are imposed that aren't compliant with Wiley's requirements (see [Rights Required](#) section above), you will need to ask for the rights to be extended. If extension is not possible select alternative material or remove.

Paperwork

Keep electronic copies of all licenses obtained and any related correspondence. Wiley does not require submission of this documentation, however in signing a license to publish in a Wiley journal, authors are asked to confirm any approvals documentation required has been obtained and it is the responsibility of the author to retain this documentation. If there is a dispute you may need to produce this documentation to provide evidence that permission was granted. Keep full records of the work excerpted (including page numbers from the original source) to enable you to identify the material accurately.

2. Content Categories and Permission Rules

Third-party material for re-use will fall into one of three different categories each governed by separate clearance rules:

- Content from public domain (out-of-copyright or never-copyrighted) sources;
- Copyrighted content from freely available sources; or
- Copyrighted content from other sources.

Content from Public Domain Sources

Public Domain

When material is in the public domain (i.e. it no longer has or never had copyright protection) it does not require permission. Note, however, that translations or other adaptations of public domain works may well still be in copyright.

Copyright Duration

Below are some general details of the length of copyright protection in key jurisdictions. Take care in relying on public domain material, as determining whether material is in the public domain can be complex due to various legislative changes. Some material may be in the public domain in certain countries and not in others.

Copyright duration in the United States

For material published in the United States copyright protection has been extended over the years resulting in some lack of clarity over what exactly is in copyright. For practical purposes follow the following guidance:

- Seek permission for all content published since 1950.
- Do not seek permission for content published in 1922 or earlier as this will always be in the public domain (in the United States at least – see also section Copyright Duration in Europe below).
- For all content originally published between 1923 and 1949 you will need to explore whether or not copyright has been renewed. For book content there is a simple way to determine copyright status: search online (e.g., via Amazon) for a copyright page in a recent version of the book. If the copyright line you see includes copyright renewed xx date, this will indicate that the book is still in copyright in the United States.
- For a more detailed explanation of the position in the United States, see the documents offered by Cornell University [here](#).

Copyright Duration in Europe

For material published in Europe, copyright protection extends 70 years from the end of the calendar year in which the author, artist, photographer, translator dies.

- Seek permission for all content published by authors, artists, photographers, translators who were still alive on January 1, 1945 (for permissions cleared for publication in 2015), on January 1, 1946 (for permissions cleared for publication in 2016), and so on and so forth.
- Note (in contrast to the status in the United States and the 1923 cut-off) copyright protection extends to all material by the author regardless of how long ago the original publication date was.

Copyright Duration in Australia

For material published in Australia, copyright extends 70 years from the end of the calendar year in which the author, artist, photographer, translator dies. In January 2005, however, the term of copyright was extended from 50 years to 70 years, but this did not act to revive copyright in any previous 'out of copyright' works. Therefore:

- Seek permission for all content (other than photographs) published by authors, artists, translators who were still alive on January 1, 1955.
- Seek permission for all photographs taken after 1 January 1955.
- Where material was not published during an author's lifetime, then copyright has expired if material was made public prior to 1 January 1955, but otherwise copyright would expire 70 years after the death of the author.

Governmental Publications: Are they Public Domain?

- Yes: content published by the United States federal government or its agencies goes straight into the public domain and does not need to be cleared.
- No: content from state governments in the United States, the UN and its agencies, other international agencies, NGOs, and other national or regional governments will need to be cleared if outside of the limits specified in this document.

Works of Art Situated in Public Places: Are they Public Domain?

- Yes: sculpture and stained glass on public (i.e., outside) display in Europe are in the public domain.
- No: works on public display in the United States enjoy copyright protection.

Photographing Works of Art in the Public Domain

- If you are using somebody else's photograph seek permission as, even if the work of art itself is in public domain, the photograph of it has its own separate copyright protection and will require clearance if still in copyright.
- Photographs you take yourself of public domain material do not require clearance although ensure both that you comply with any local rules authorized by a location (e.g. a gallery) re. photography of its collection and that the photograph you generate is a faithful and high-quality representation of the original.

Content from Freely Available Sources

Wiley is a Commercial Publisher

Always check the terms of the reuse license for any freely available material (e.g. clip art or [Wikimedia](#) images) or open access publications as this may exclude or restrict commercial use. All publishing at Wiley is considered commercial.

Creative Commons Licenses

As Wiley is a commercial publisher, we can only use materials published under a CC BY (only requires attribution) Creative Commons license. We cannot accept any material published under Creative Commons licenses where there is a "No-Derivatives", "Non-Commercial" or "Share-Alike" requirement. Please take a screenshot of the work at the time of use showing the relevant CC license to keep with your permissions records.

Content from All Other Copyright Sources

Fair Use/Fair Dealing

Fair use or fair dealing (depending on the country whose laws apply) allows use of a copyrighted work for the purposes of criticism or review. This extends to quotations that form part of book reviews and other critical material which is reviewed in your article. Permission to quote is not required in such instances, provided the extracts are not substantial and are genuinely required for the purposes of review or criticism. For works of shorter length, such as songs, permission to re-use shorter extracts may be required. All sources must be credited – title and author at minimum – in order for fair use or fair dealing to apply.

Quotations

Prose: permission is required for quotations that are more than nominal in length. Even in the case of nominal quotations, permissions must be cleared for quotations that represent the “heart of the work” or a substantial portion of the overall original source material.

EXCEPTION: authors resident in Germany and submitting material to journals which are published by Wiley-VCH Verlag GmbH (Wiley Germany) or which are owned by societies or organizations in Germany must obtain permission for only quotations for which there is no critical “purpose for quotation”.

The Bible: For biblical quotations the New International Version of the Bible may be quoted in any form (written, visual, electronic or audio) up to 500 verses without the express written permission of the publisher, providing proper acknowledgement is made.

Poetry and Song Lyrics: permission is required for all illustrative use. Limited use is permitted, however, where material is being quoted for the purposes of criticism, discussion, or review.

Epigraphs: Use is defined as illustrative and requires permission.

Unpublished Material: Quotations from unpublished material (e.g. private letters) need to be cleared with their author in all instances, regardless of length.

Photographs

- **Take Care when Using Web Material:** Don't assume that photographs obtained from websites, blogs, Google image searches, YouTube, Wikimedia, etc. are in the public domain because there is no credit or copyright holder indicated. Large amounts of image or text material on the Web may not be the intellectual property of the site hosting it – either because the image or text has inadvertently lost its original source/copyright information or because it has been actively pirated. If it's not their material, the hosting site will not be in a position to grant you the necessary rights.
- **Works of Art:** For works of art (paintings, sculpture, installations) permission should be cleared with the source (e.g., museum, gallery, individual), not the publisher of any book or journal the image is reproduced in. There will usually be two permissions to clear:
 - Artist's copyright (clear with the artist or their agent, or DACS or ARS on behalf of artists' estates)
 - Photographer's copyright (clear this with the source of the image, e.g., museum). This will apply even if the copyright protection for the original artwork has expired.
- **Ensure Quality is Acceptable:** Wiley will need an image that will reproduce to acceptable quality. Please refer to the journal Author Guidelines for information on requirements for figure files for the journal you are submitting to. Note in most cases an image with a resolution of 300 dpi is sufficient.
- **Equipment or Devices:** You must obtain permission to use any images of equipment or devices you have found online (e.g., from pharmaceutical companies). When you apply for permission you must state that you are writing for an STM publisher (Wiley) and that this is for reproduction in a journal article. Ask the source to provide a high-resolution version of the image if this is not otherwise available. If you are using your own photographs no permission is required.

Images of, or Information about, Identifiable Individuals

It is your responsibility to obtain consent from patients and other individuals for use of information, images, audio files, interview transcripts, and video clips from which they may be identified. Some journals may require these consent forms to be provided to the editor prior to publication and to be in a certain format before acceptance. Please check the Author Guidelines for the journal to which you are submitting your article for more detail on patient, subject or participant consent. If the person is a minor, consent must be obtained from the child's parents or guardians.

Ensure Anonymity

A breach of confidentiality or privacy will not occur where the person in the material has been made anonymous. Bear

in mind the following points when you are anonymizing:

- Masking a person's eyes is not an adequate means of rendering an image anonymous
- Images of people may still be recognizable to individuals and their families, even if the head and shoulders are not included
- People may recognize themselves from clinical descriptions or case reports if their details have not been made sufficiently anonymous.

Film and TV Images, Audio, and Video

- Obtain permission for the use of all film stills.
- There is no requirement to clear pre-1976 film and TV publicity photos and posters published in the US that are not marked with a copyright notice.
- Frame grabs do not require clearance if use is limited and for purposes of criticism or review. Ensure you provide a source in all instances including title, date of release, director, and (where feasible) producer/production company.
- For third-party video or audio material, clear all use with the copyright holders. An alternative to embedding material in your article and clearing permission is to link to externally hosted audio or video content (e.g. YouTube) using a URL.
- For original material created as part of supporting information a release form must be received from all participants who are heard as part of the recording or appear on camera.

Translations

Where you translate material yourself or use a third-party translation of material, which is more than a nominal quote, you will need to obtain permission from the original-language publisher (if translating yourself) or from the publisher of the existing translation. See our [Licensing FAQs](#) page for more information.

Material from a website

To secure permission to use material from a website, we recommend seeking permission from the original source.

Interviews

If the record of an informal conversation you held with a particular interviewee appears in a contribution, there is no issue regarding copyright. Copyright may rest with the interviewee, however, in cases of formal interviews where you record the subject's conversation on a tape recorder or verbatim. It is therefore necessary for the interviewee to sign a release form. In some cases, copyright in interviews is shared jointly between interviewer and interviewee where the conversation being recorded represents a mutual exchange between the two. In such cases both parties should sign a release form.

Screenshots

Copyright permission is not required so long as the screenshots used do not prominently feature photographs. If they do then the photographs will need permission before use.

Cartoons

Copyright permission is always required. Be sure to also request a high-resolution version of the image when you apply for permission.

Advertisements and Publicity Material

Copyright permission is always required for advertisements and publicity material for companies/products that are still active. Be sure to also request a high-resolution version of the image when you apply for permission.

Logos and Trademarks

Permission is not required for use of logos or trademarks discussed in an article unless these are presented in a manner that could suggest source, sponsorship, or endorsement. Be sure to provide a high-resolution version of the image you wish to use.

Maps

Copyright permission required for all use unless the material required is a simple reproduction of public domain material (e.g., a contemporary map of Europe).

Line Artwork and Tables

Copyright permission required for all use (but see Modification/Adaption section below).

Modification/Adaptation of Figures, Tables, and Maps

We strongly discourage any cosmetic attempts to adjust or redraw copyrighted material to avoid/disguise the need to obtain permission to use the material. Such modifications are not covered by the [STM publishers' Permissions Guidelines Agreement](#) and this may complicate obtaining permission or incur unnecessary costs. Consider reproducing the original figure as first published where appropriate.

- No permission is required if you create figures or tables using factual data from copyrighted material. You must credit your source(s).
- No permission is required if, after you have created a single figure or table using data from two or more figures or tables, no single source comprises more than 75% of the new figure or table. You must credit your source(s) prefacing with "Adapted from" for all instances in preference to "modified," "after," "from," or other forms.
- No permission is required if, after you have created a new figure or table by adding your own data to an existing figure or table, your data comprises more than 25% of the new figure or table. You must credit your source(s) prefacing with "Adapted from" for all instances in preference to "modified," "after," "from," or other forms.
- Permission is required if you create a figure or table using parts from two or more third-party sources and each part contains more than 75% of the content of the original figure/table part. You must credit your source(s) prefacing with "Adapted from" for all instances in preference to "modified," "after," "from," or other forms. Add the standard "Reproduced with permission of..." wording.
- For any cosmetic or transformative redrawing of images follow the 75%–25% rule in all cases to determine if permission is required.

EXCEPTION: authors resident in European jurisdictions other than the UK (e.g. Germany) and submitting material to journals which are published by Wiley-VCH Verlag GmbH (Wiley Germany) or which are owned by societies or organizations in these countries (e.g. Germany) must obtain permission for use of adapted figures and table material to ensure compliance with local law.

Procedural Standards

When using classification or procedural standards guidelines from any entity ensure you always seek permission from the copyright holder even where the information is widely available online. This approval process ensures that you reproduce the latest information (often a sensitive issue for the copyright holder), and that any modifications or adaptations you make are approved. We recommend that you aim to use content exactly as presented by the copyright holder wherever feasible.

3. Ethical Approvals and Other Consents

Research Subjects and Patient Consents

All studies or reports involving human and animals must have been reviewed by an appropriate ethics committee, which would oversee appropriate consents for participation. Exceptions to this may be made by some journals for specific situations, which will be set out in the Author Guidelines for the relevant journals. Please see the Author Guidelines for the relevant journal for more detail on ethics approvals.

Consents Involving Indigenous Peoples

Studies or research involving indigenous peoples may also require specific consents to be obtained or certain processes to be followed, depending on the journal and the area of practice. Please see the Author Guidelines for details for the journal in question.

Wiley Best Practice Guidelines on Publishing Ethics

For more information on Publishing ethics, see [Wiley's Best Practice Guidelines on Publishing Ethics](#). These guidelines have been written to provide support to all those involved in scholarly publishing with a summary of best practice guidance from leading organizations around the world. Our guidelines are written for societies, editors, authors, librarians, students, funders, corporations, and journalists. Topics covered include research integrity, research ethics in journal articles, editorial standards and processes and copyright and intellectual property.